

LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Classification/Task Analysis</i>	NUMBER: ADM.16
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE: <i>2012</i>
AMENDS/SUPERSEDES:	APPROVED: <i>Chief of Police Gary Gold</i>
NMMLEPSC STANDARDS: <i>ADM.08.01 - 08.02</i>	NMSA:

I. PURPOSE:

The purpose of this policy is to ensure the efficient and effective management of the Classification/Task Management function by providing administrative guidance that identifies the responsibilities and Classification/Task Analysis process within the uniform and other components of the department.

II. POLICY:

It is the policy of the Las Vegas Police Department to manage the function of the Classification/Task Management in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

III. APPLICABILITY:

This policy is applicable to all commissioned and non-commissioned personnel of the Las Vegas Police Department.

IV. REFERENCES:

- A. Las Vegas Police Department Command Structure ADM 07.01
- B. New Mexico Law Enforcement Accreditation ADM 08.01

V. DEFINITIONS:

None

VI. PROCEDURE:

JOB DESCRIPTIONS:

A. Chief of Police

1. Summary:

The Chief of Police is the Chief Executive Officer of the Department and the final authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Through the Chief of Police the Department is responsible for the enforcement of laws coming within its legal jurisdiction and purview. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government, and other related agencies.

The Chief is responsible for recruitment, training and commissioning of all police personnel. The Chief shall have general charge of the Police Department and all property of the Police Department.

2. General duties and responsibilities:

- a. As necessary, recommends and makes recommendations for the adoption of new City ordinances or the amendment of existing ones.
- b. Supervises the maintenance of police vehicles and any other equipment needed for the operation of the department.
- c. Prepares periodic and special reports, and assures that adequate records are maintained of all Department activities.
- d. Controls the expenditure of Department appropriations and prepares annual budget estimates of needs.
- e. Plans and coordinates training of members in procedures, duties, and proper use of equipment.
- f. Cooperates with other law enforcement agencies in the apprehension and detention of wanted persons and with other agencies as appropriate.

- g. Receives and disposes of complaints; attends civic club and school meetings to explain the activities and functions of the Police Department, and to establish favorable public relations.
- h. In consultation with the City Manager, formulates written administrative guidance in the form of policies, regulations, and other orders governing activities of the Police Department.
- i. Ensures compliance with all laws which the department or its officers have the authority to enforce.
- j. Organizes, directs, and controls all resources of the department to preserve the peace, protect persons and property and enforce the law.
- k. Establishes a routine of daily duties to be performed by officers. Designates an officer to serve as commanding officer in his absence.
- l. Assigns details or transfers any member or employee of the department to or from any assignment whenever he shall deem such action necessary for the efficiency, discipline or morale of the department.
- m. Ensures that all members have copies of the department's policy manual.
- n. Investigates all cases of alleged or apparent misconduct by department personnel.
- o. Keeps himself informed of departmental affairs, ensuring that the duties and responsibilities of members and employees are properly discharged.
- p. Promulgates all general and special orders of the Department and issues on his own authority orders, written and oral, consistent with his powers, duties, and responsibilities.
- q. Supervises the safekeeping of all evidence and any property recovered, found or confiscated.
- r. Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees.

3. **Knowledge, skills and abilities:**

Comprehensive knowledge of laws, rules, and court decisions relating the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

4. **Education and Experience:**

Must have a high school diploma or GED equivalent and a Basic Police Officer Certification. Must have mid and advanced level management training certificates. Must have completed at least one year of service as a Division Commander within the department.

Must have a high school diploma or GED equivalent and preferably hold a degree from a (4) year university or college. Must have completed appropriate management training courses, and must have no less than (3) years administrative and supervisory experience with a law enforcement agency. The Chief should be qualified to obtain Executive Level Management Certificate through the New Mexico Law Enforcement Academy. Shall also maintain requisite amount of advanced training as mandated by the N.M.L.E.A. and should emphasize management courses when possible.

B. Deputy Chief of Police

1. Summary:

The Deputy Chief of Police is appointed by Chief of Police and shall be second in the chain of command. The Deputy Chief of Police is appointed by Chief of Police and is fully authorized to act on his behalf when necessary. The Deputy Chief of Police shall assume command in the Chief's absence.

2. **General duties and responsibilities:**

- a. Directly under the Chief of Police, oversees all Departmental Divisions.
- b. Under the general management Chief oversees all departmental operations.
- c. Assists with budgetary matters.
- d. Coordinates with various public and private agencies.

- e. Supervises personnel, reviews personnel matters and recommends action as necessary.
- f. Performs and coordinates public relations functions.
- g. Assists in coordinating training.
- h. Facilitates the mandated reporting to the New Mexico Law Enforcement Academy.
- i. Performs other duties as assigned.

3. Knowledge, skills and abilities:

Comprehensive knowledge of laws, rules, and court decisions relating the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrate integrity; tact.

4. Education and Experience:

Must have a high school diploma or GED equivalent and should hold a degree from a (4) year university or college. Must have completed appropriate management training courses, and must have no less than (3) years administrative and supervisory experience with a law enforcement agency. Should be qualified to obtain an Executive Level Management Certificate through the New Mexico Law Enforcement Academy. Shall also maintain requisite amount of advanced training as mandated by the N.M.L.E.A. and should emphasize management courses when possible.

C. Captain

1. Summary:

The rank of Captain shall be appointed by the Chief of Police and shall be third in command. A Captain occupies the command level of rank. His primary responsibility is to command a departmental division. A Captain shall be in charge in the absence of the Chief of Police or The Deputy Chief. The Captain is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Chief of Police. Captain shall thoroughly acquaint himself with the duties of all officers and shall assist and instruct the officers under his supervision in the proper performance of their duties. He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

2. General Duties and Responsibilities:

- a. Assist in formulating policies and regulations for the Department; serves as acting Chief in the absence of higher command.**
- b. Instructs and trains all police officers and assists them concerning difficult police problems and cases.**
- c. Prepares reports on a variety of Police Department activities.**
- d. Supervises all personnel within the assigned division.**
- e. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law that affects him and members under his supervision. Ensures that the staff complies with departmental rules, policies, and procedures and is aware of new developments in law enforcement. Advises Chief of Police on policy matters.**
- f. Continuously audits the performance of Supervisors under his supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.**
- g. Ensures that when the performance of a Supervisors under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.**

- h. Submits a written report to the Chief regarding any member of the Department who commits a serious breach of the regulations of the Department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
 - 1. Flagrant refusal to obey orders.
 - 2. The commission of any criminal offense.
 - 3. Oral or physical abuse of a member of the public.
 - 4. Excessive use of force with a prisoner or other person.
 - 5. Absence without leave.
 - 6. Excessive tardiness.
 - 7. A conflict of interest.
 - 8. Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
 - 9. Repeated failure to respond to orders, instructions or other admonitions to correctly execute duties.
- j. Implements all orders received from the chief. To this end, thoroughly explains to departmental personnel under his command the content and meaning of new orders that affect their responsibilities.
- k. Accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.
- l. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
- m. Performs other duties as may be assigned by the chief OF Deputy Chief.

3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect , of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly, and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

4. Education and Experience:

Must have a high school diploma or GED equivalent. Must have completed appropriate management training courses. Must have a minimum of (5) five years within the Department and should have at least (2) years administrative and supervisory experience within the department. Should be qualified to obtain a Command Level Management Certificate through the New Mexico Law Enforcement Academy. Shall also maintain requisite amount of advanced training as mandated by the N.M.L.E.A. and should emphasize management and criminology courses when possible.

D. Lieutenant

1. Summary:

The Lieutenant is fourth in command. His primary responsibility is to assist the Division Commanders (Captains) by running the day to day operations within the respective divisions and shall report to them directly. The Lieutenant is charged with ensuring compliance with the Department's regulations. He handles all infractions and reports violations to the Captain. The Lieutenant shall thoroughly acquaint himself with the duties of patrol officers and shall assist and instruct the officers under his supervision in the proper performance of their duties. He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all Patrol officers.

2. General Duties and Responsibilities:

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.
- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of police department activities.

- e. Supervises Sergeants assigned to him.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the laws that affect him and members under his supervision. Advises Captain on policy matters.
- g. Continuously audits the performance of Sergeants under his supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- h. Ensures that when the performance of a Sergeant under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the Sergeant's future conduct is up to standard.
- i. Submits a written report to the captain regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Include in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
 - 1. Flagrant refusal to obey orders.
 - 2. The commission of any criminal offense.
 - 3. Oral or physical abuse of a member of the public.
 - 4. Excessive use of force with a prisoner or, other person.
 - 5. Absence without leave.
 - 6. Excessive tardiness.
 - 7. A conflict of interest.
 - 8. Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
 - 9. Repeated failure to respond to orders, instructions or other admonitions to correctly execute duties.
- j. Implements all orders received from the Chief. To this end, thoroughly explains to departmental personnel under his command the content and meaning of new orders that affect their responsibilities.

- k. Accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.
 - m. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
 - n. Makes assignments of personnel as necessary.
 - o. Schedules staff appropriately.
 - p. Performs other duties as may be assigned by the chief or higher rank.
- 3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect , of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

4. Education and Experience:

Must have a high school diploma or GED equivalent. Must be a certified New Mexico Peace Officer. Must have completed appropriate management training courses. Must have a minimum of (3) three years experience at the Sergeant level. Should be qualified to obtain a Command Level Management Certificate through the New Mexico Law Enforcement Academy. Shall also maintain requisite amount of advanced training as mandated by the N.M.L.E.A. and should emphasize management and criminology courses when possible.

E. Sergeant

1. Summary:

The Sergeant occupies the first level of supervision. His primary responsibility is to assist in day to day operations of the department. The Sergeant is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Division Commander through the chain of command. Sergeants shall thoroughly acquaint themselves with the duties of patrol officers and shall assist and instruct the officers under his supervision in the proper performance of their duties. He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers. Performs other duties as may be assigned by a supervisor.

2. General Duties and Responsibilities

- a. Assists in formulating policies and regulations for the department.**
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.**
- c. Performs all work required of a police officer.**
- d. Prepares reports on a variety of Police Department activities.**
- e. Supervises officers of the Department.**
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the laws that affect him and members under his supervision. Advises Division Commanders on policy matters.**
- g. Continuously audits the performance of officers under their supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.**
- h. Ensures that when the performance of an officer under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.**
- i. Submits a written report to the Division Commander regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:**

- (1) Flagrant refusal to obey orders.
- (2) The commission of any criminal offense
- (3) Excessive use of force with a prisoner or other person
- (4) Absence without leave
- (5) Excessive tardiness
- (6) A conflict of interest.
- (7) Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
- (8) Repeated Failure to respond to orders, instructions, or other admonitions to correctly execute duties.

j. Implements all orders received from the command. To this end, thoroughly explains to departmental personnel under his supervision the content and meaning of new orders that affect their responsibilities, when practical.

k. Accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations or policy.

l. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.

m. Performs other duties as may be assigned by command.

3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances, and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect, of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

4. Education and Experience:

Must have a high school degree or equivalent, minimum of (3) three years experience within the department, be a certified New Mexico Peace Officer, must be able to complete First Line Supervisor course.

F. Investigator / Narcotics Agent

1. Summary:

Assignments received usually consist of specific cases to be followed to conclusion, normally closing with the preparation of a case for prosecution. This aspect of the work distinguishes the investigator from other police personnel who make preliminary investigations of cases at the scene of the crime. The investigator's position is non-supervisory and consists of general duties performed in conjunction with patrol duties. The investigator must use independent judgment and discretion, as direct supervision may not be available.

2. General Duties and Responsibilities:

- a. Investigates all assigned cases to the best of one's ability.**
- b. Demonstrates skills in interviewing and interrogating, properly observing legal safeguards.**
- c. Testifies in various courts, presenting a professional competent image of the department.**
- d. Develops and maintains case files and other files or paperwork appropriate to investigative matters. Knowledgeable about relevant legal processes such as grand juries and obtaining warrants.**
- e. Keeps the Division Commander updated through the chain of Command.**
- f. Maintains liaison with investigators of other agencies on matters of mutual concern.**
- g. Performs all duties required of police officers.**
- h. Performs other duties as assigned.**

3. Knowledge, Skill and Abilities:

Some knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; general knowledge of geography of the municipality and important buildings; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise reports; skill in the use of police equipment; physically fit.

4. Education and Experience:

High school diploma or GED equivalent. Must be a certified New Mexico Peace Officer. Must have a minimum of (2) two years departmental experience.

H. Police Officer

1. Summary

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.
- h. The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the police chief through the shift supervisor.
- i. Performs other duties as may be assigned by a supervisor.

2. General duties and responsibilities:

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.

- c. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.
- d. Responds punctually to all assignments.
- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority. Maintains weapons and equipment in a functional, presentable condition.
- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
- i. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- j. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- l. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Performs other duties as may be assigned by the supervisor.
- p. Cooperates with the efforts of other law enforcement agencies.

3. Specific duties and responsibilities: preventive patrol.

- a. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:

1. Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.
2. Apprehending persons violating the law or wanted by the police.
3. Completing detailed reports on all crimes, vehicle crashes, and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an Investigation report.
4. Preserving any serious crime scene until the sergeant or investigator arrives.
5. Public assembly checks.
6. Building security checks.
7. Observing and interviewing suspicious persons.
8. Issuing traffic citations.
9. Being alert for and reporting fires.
10. Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
11. Checking schools, parks, and playgrounds.
12. Responding to any public emergency.

- b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and records data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
- c. Is alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
- d. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render First Aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.

- e. Remains on assigned patrol throughout the tour of duty except when authorized by a supervisor or senior police officer in his absence.
- f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
- h. Concerning a patrol vehicle:
 - 1. See that it is well maintained mechanically and that it is kept clean both inside and out.
 - 2. Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
 - 3. Secures the doors whenever the patrol car is left unattended.
 - 4. Uses only vehicles assigned by the supervisor.
 - 5. Operates the radio according to FCC regulations and current departmental procedures.
 - 6. Ensures that the assigned vehicle's gas tank stays at least half full.
- i. Keeps radio equipment in operation at all times and remains thoroughly familiar with, departmental policy concerning its use.
- j. Takes measures to direct the flow of traffic during periods of congestion.
- k. Notifies the supervisor if more than a temporary absence from regular duties is required.

4. Specific duties and responsibilities: traffic patrol.

- a. Directs and expedites the flow of traffic at assigned intersections, preventing crashes, protecting pedestrians, and ensuring the free flow of traffic.
- b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.
- c. Alert to traffic safety conditions which may endanger or inconvenience the public and reports such conditions to the sergeant.

- d. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant at the earliest possible opportunity.
- e. Wears the prescribed traffic safety clothing (TRAFFIC VEST) and equipment.

5. Knowledge, Skills and Abilities:

Officers need to have knowledge of resources available to the department, particularly as related to juveniles, knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; exercise skill in the use of firearms and police equipment; possess of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.

6. Education and Experience:

Officer must be a high school graduate or equivalent, must be able to complete or have completed the New Mexico Law Enforcement Academy (must be at least 21 years of age after certification), pass written, oral and physical tests, must pass a psychological and medical exam and must complete FTO program. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

I. Communications Specialist

1. Summary:

The Communications Specialist is non-supervisory. Communication Specialist duties are performed on an assigned shift under the general guidance of the Communication Specialist Supervisor. A Communications Specialist is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general communication responsibilities necessary to the safety and good order of the community. A Communications Specialist shall:

- 1. Be responsible for handling requests for information, telephone calls, computer checks from members of police and fire services in a timely and effective manner. All requests should be prioritized according to necessity and call load.
- 2. Be responsible for transmissions regarding emergency situations, pursuits, and serious crimes in progress shall be given priority over all other transmissions. Units not involved in the emergency situation shall stay off the radio until the situation has been resolved.

3. Be responsible for units not involved in the emergency will go to a designated channel to be determined by on scene patrol supervisor.
4. Be responsible for Emergency Messages
 - a. Messages are accepted for delivery if it is determined that the caller has exhausted all reasonable means to contact the person.
 - b. Emergency messages may include:
 1. Death notification.
 2. Serious illness or injury.
 3. Other messages of an emergency nature.
 4. Checking the personal welfare of citizens.
 5. Messages from other law enforcement agencies or public agencies.
 6. Separated or overdue motorists.
 7. Be responsible for answering 911 emergency phone lines.
 8. Be responsible for answering administration lines.
 9. Be responsible for providing Law Enforcement and Fire Radio Traffic.
 10. Be responsible for handling all teletypes request from full time law enforcement officers.
 11. Be responsible for operating Telecommunication Devices for the deaf (TDD).
 12. Be responsible for operating a computerized multi-functional radio console.
 13. Be responsible for monitoring satellite weather system.
 14. Be responsible for operating and maintain documented criminal justice records as pertains to local law enforcement and judicial agencies in the National Crime Information Center's (NCIC) teletype system.
 15. Be responsible for utilizing computers on a continual basis to input radio transmissions and records of calls.
 16. Be responsible for processing and maintain warrant files.

3. General duties and responsibilities:

- a. Accountable to superior officers. Promptly obeys legitimate orders.

- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the communications center which is pertinent to the achievement of police objectives.
- d. Responds punctually to all assignments.
- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority. Maintain equipment in a functional and presentable condition.
- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Police Department and suggests other procedures to be followed.
- i. Secure receipts, warrants, Triple I's and all equipment which is required by State regulations
- j. Answers questions asked by the general public and when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Maintains records, recordings
- l. Maintains master warrant files and other official papers promptly and accurately when so directed by a supervisor.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Cooperates with the efforts of other law enforcement agencies.
- p. Performs other duties as may be assigned by the supervisor.

3. Specific duties and responsibilities:

a. Communications equipment operator:

- 1. be thoroughly familiar with the assigned equipment. Such familiarity includes knowledge of computers, NCIC requirements, 911 system, alarm console, telephones TDD, recorder, and multi-functional console.

2. Document all calls for service received through the communications center in the proper form.
- b. Communication equipment operators are to be required to provide emergency medical dispatch while in the course of duty or when assigned by communication supervisor, when qualified, to persons who are seriously ill or injured. Assists persons needing police or Fire/EMS Services.
- c. Remains on duty throughout the shift except when a supervisor authorizes permission for temporary absence.
- d. All communication equipment operators will be allowed two 15 minute breaks per shift. If there is a second communication operator on duty they will cover the communication center while the first is on break. Communication Officers on break are authorized to leave the building. If there is not second communication equipment operator working they will need to call the on duty Patrol supervisor to watch the radio while they take a break. While on break they are not authorized to leave the building the breaks will depend on how busy patrol is.
- e. Be alert to all officers locations and radio transmissions
- f. Maintain all communication equipment:
 1. See that it is kept clean and well maintained mechanically, and notification to a supervisor if repairs are needed.
 2. Inspects the communication center at the beginning of the shift for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
 3. Communication Center will be secured by keeping the doors locked except for authorized personnel. (Authorized personnel will be supervisor on duty and any officer assigned to assist the communication operator)
 4. Communication Equipment Operators will perform duties of faxing and assist making copies if necessary.
 5. Operates the radio according to FCC regulations and current departmental procedures.
 6. If out of town training is required a vehicle will be provided by the department.
- g. Keeps radio equipment in operation at all times and remains thoroughly familiar with, departmental policy concerning its use.

- h. Notifies the supervisor if more than a temporary absence from regular duties is required.

4. Specific duties and responsibilities: communication operator

- a. Maintains all communication equipment.
- b. Monitors all emergency equipment and prioritizes calls for service.
- c. Is alert to law enforcement and fire/EMS personnel
- d. Responds immediately when called for an emergency and fire/EMS service.
- e. All communications specialists must wear the communications uniform.

5. Knowledge, Skills and Abilities:

Communication Specialists Operators needs to have knowledge of resources available to the Department and the community, particularly as related communications., knowledge of communication techniques and techniques of radio communication; knowledge of rules and regulations of the department.; ability to organize and prepare clear and concise oral and written reports;

6. Education and Experience:

Must be at least 18 years of age and have a high school diploma or equivalent, must be able to complete the New Mexico Telecommunicator Course.

J. Administrative Aide

1. Summary:

Reporting to the specific assigned personnel this position provides high level clerical work and performs related tasks as assigned.

2. General Duties:

- a. Provides high level clerical work
- b. Answers phones
- c. Maintain files
- d. Delivers and Disseminates mail
- e. Orders and receives office supplies
- f. Transcribes tapes
- g. Provides documents to the courts
- h. Maintains original forms
- i. Must be able to complete tasks utilizing office equipment
- j. Performs other duties as may be assigned by a supervisor.

3. Education and experience:

- a. Administrative Aide must be at least 18 years of age, high school graduate or equivalent.

K. Information Services Division

1. Summary:

Reporting to the Information Services Supervisor, this position handles the front Information Services window, files, retrieves police reports, answer the phones, enters data in computer, send out surveys, maintains petty cash, prepares receipts, maintains records, prepares reports and performs related tasks as assigned.

2. General Duties:

- a. Assist citizens requesting help or information.
- b. Obtain police reports for officers/citizens
- c. Releases public information (as per procedure)
- d. Prepares and mails UCR reports
- e. Assist office Manager
- f. Maintains petty cash
- g. Maintains the police records system
- h. Prepares monthly reports
- j. Maintain all police files
- k. Compiles yearly report
- l. Maintains and tracks STN numbers
- m. Responsible for data entry
- n. Must be able to complete tasks utilizing office equipment
- o. Provides documents to the courts
- p. Remains on duty throughout the shift except when a supervisor authorizes permission for a temporary absence.
- q. Assist with computer programs.
- r. Performs other duties as may be assigned by a supervisor.

3. Education and experience:

- a. Records Clerk must be at least 18 years of age, high school graduate or equivalent.

VII. ATTACHMENTS:

None